

Agency Name and #					
Division #	Division Name		Request *	Retention	Disposition *
Index #	RDA #	RDA Title	(* see Legend on last page)		

144-FINANCIAL INSTITUTIONS					
/2400/	BUREAU OF CONSUMER AFFAIRS				
1	00005000.	FORMS PRACTICES AND PROCEDURES - NON-LICENSED	Amendment	EVT+25	DEST
/2500/	LICENSED FINANCIAL SERVICES				
2	00005A00.	FORMS PRACTICES AND PROCEDURES - LICENSED	New	EVT+25	DEST
/8100/	FINANCIAL LITERACY				
3	00148000.	FINANCIAL LITERACY / COLLEGE AFFORDABILITY	Amendment	CR+5	SHSW

145-COMMISSIONER OF INSURANCE					
/310/	MARKET REGULATION				
4	00038000.	GRIEVANCE REPORT	Renewal	EVT+10	DEST
5	00040000.	POLICY AND FORM FILINGS BY RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
6	00041000.	RATE FILINGS BY RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
7	00042000.	ORGANIZATION / LICENSE OF RATE SERVICE ORGANIZATIONS	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
8	00043000.	STATISTICAL PLANS FOR RATE SERVICE ORGANIZATIONS	Renewal	EVT+1	DEST
		Withdrawn by Agency.			
9	00044000.	RATE SERVICE ORGANIZATIONS EXAMINATION REPORTS	Renewal	EVT+1	DEST
		Withdrawn by Agency.			
10	00045000.	RATE FILINGS OF PROPERTY AND CASUALTY INSURERS	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
11	00046000.	DIVIDEND PLAN FILINGS OF PROPERTY AND CASUALTY INSURERS	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
12	00047000.	ACCIDENT & HEALTH RATE FILINGS	Renewal	EVT+1	DEST
		Withdrawn by Agency.			
13	00050000.	LIFE INSURANCE RATES AND DIVIDEND ILLUSTRATIONS	Renewal	EVT+6	DEST
		Withdrawn by Agency.			
14	00051000.	APPROVED INSURER FORM FILINGS	Renewal	EVT+10	DEST
		Withdrawn by Agency.			

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15	00052000.	NON-APPROVED INSURER FORM FILINGS	Renewal	EVT+2	DEST
		Withdrawn by Agency.			
/320/	CONSUMER COMPLAINT / MARKET REGULATION				
16	00035000.	COMPLAINT FILES	Renewal	EVT+10	DEST
		Withdrawn by Agency.			
/400/	AGENTS LICENSING				
17	00130000.	INSURANCE LICENSE APPLICATION	Renewal	EVT+7	DEST

255-PUBLIC INSTRUCTION					
/002/	OFFICE OF LEGAL SERVICES				
18	00001000.	CHAPTER 115 APPEALS	Amendment	CR+7	SHSW
19	00002000.	INACTIVE COURT / APPEAL CASES / ADMINISTRATION COMPLAINTS	Amendment	CR+7	SHSW
20	00004000.	STATE BOARD FILES AND APPEALS	Amendment	CR+7	SHSW
21	00066000.	LEGAL CORRESPONDENCE	Amendment	CR+7	SHSW
		Confidential / Access Protected citation revised.			

285B-UW MILWAUKEE					
22	00478000.	DISCOVERY CAMP PARTICIPATION FILES	New	EVT+2	DEST

395-TRANSPORTATION					
23	00720000.	TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPROVED PROJECT FILES	New	EVT+7	DEST
24	00721000.	TAP REJECTED PROJECT APPLICATIONS	New	EVT+4	DEST
25	00722000.	TAP CYCLE SOLICITATION AND GUIDANCE DOCUMENTS	New	EVT+19	DEST
26	00723000.	PROGRAM TRACKING DOCUMENTS	New	EVT+2	DEST

410-CORRECTIONS					
27	00103000.	LEGAL AND WRIT CASE FILES	Amendment	EVT+7	DEST
28	00227000.	PAROLE HEARING RECORDINGS	Amendment	EVT+6 MOS	DEST

435-HEALTH SERVICES					
/205/	DCTS - WISCONSIN RESOURCE CENTER				
29	00773000.	INMATE UNIT FILE	Amendment	EVT+8	DEST
30	00776000.	PATIENT / INMATE MAIL AND PROPERTY RECORDS	Amendment	EVT+7	DEST

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/750/	DPH - AGING AND DISABILITY RESOURCES				
31	00550000.	WHITE HOUSE CONFERENCE ON AGING	Amendment	EVT+10	SHSW
32	00551000.	AGING STATE PLANS	Amendment	CR+6	SHSW

437-CHILDREN & FAMILIES					
/300/	MILWAUKEE CHILD PROTECTIVE SERVICES, DIVISION OF				
33	01057000.	CHILD PROTECTIVE SERVICES AND CHILD WELFARE CASES	Amendment	EVT+20	DEST

445-WORKFORCE DEVELOPMENT					
/700/	ADMINISTRATORS OFFICE				
34	00334000.	WISCONSIN EMPLOYER AND JOB POSTINGS	Amendment	EVT+3	SHSW
35	00334C00.	JOB CENTER OF WISCONSIN POSTINGS	Renewal	EVT+3	DEST
/730/	BWITS				
36	00397000.	PROGRAM HISTORY FILES - MASTER DATA SETS	Amendment	CR+25	DEST
37	00398000.	SUPPORTING DATA SETS	Amendment	EVT	DEST
38	00399000.	OFFICIAL PUBLISHED OUTPUT	Amendment	CR+25	DEST

465-MILITARY AFFAIRS					
39	00001000.	PRIOR SERVICE RECORDS	Amendment	P	PERM

485-VETERANS AFFAIRS					
/015/	VETERANS HOMES - KING MEDICAL RECORDS				
40	00045000.	MEMBER MEDICAL RECORDS	Amendment	EVT+5	DEST

505-ADMINISTRATION					
/711/	HOUSING AND COMMUNITY RESOURCES				
41	00105000.	HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS	Amendment	EVT+7	DEST
		Withdrawn by Agency.			
42	00213000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - GRANT CASE FILES	Amendment	EVT+25	DEST
		Withdrawn by Agency.			

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43	00217000.	CDBG SMALL CITIES PROGRAM - HOUSING GRANT CASE FILES AND ADMINISTRATION FILES	Amendment	EVT+5	DEST
		Withdrawn by Agency.			
44	00217A00.	CDBG SMALL CITIES PROGRAM - UNSUCCESSFUL GRANT APPLICATION	Amendment	EVT+1	DEST
		Withdrawn by Agency.			
45	00219000.	HOUSING COST REDUCTION INITIATIVE (HCRI) - HOUSING GRANT CASE FILES	Amendment	EVT+5	DEST
		Withdrawn by Agency.			
46	00221000.	INTEREST BEARING REAL ESTATE TRUST ACCOUNT (IBRETA)	Renewal	EVT+5	DEST
		Withdrawn by Agency.			
47	00222000.	TRANSITIONAL HOUSING PROGRAM (THP)	Amendment	EVT+5	DEST
		Withdrawn by Agency.			
48	00223000.	STATE SHELTER SUBSIDY GRANT PROGRAM	Amendment	EVT+7	DEST
		Withdrawn by Agency.			
49	00269000.	CDBG APPLICATIONS / GRANTS	Amendment	EVT+3	DEST
		Withdrawn by Agency.			
50	00353000.	HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) - FINANCIAL REPORTS	Amendment	EVT+5	DEST
		Withdrawn by Agency.			
51	00354000.	FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM (HOME) HOMEBUYER - GRANT CASE FILES	Amendment	EVT+5	DEST
		Withdrawn by Agency.			
/900/	INTERGOVERNMENTAL RELATIONS				
52	00161A00.	MUNICIPAL RECORDS - PAPER - PRE-2015	New	EVT+2	SHSW

510-ELECTIONS COMMISSION					
53	00009000.	ORIGINAL COUNTY CANVASSES ELECTION RETURNS FOR PRESIDENTIAL, STATEWIDE, LEGISLATIVE AND JUDICIAL CANDIDATES, RERERENDA	Renewal	CR+10	SHSW
54	00025000.	ELECTION DATA REPORTS	New	EVT+20	SHSW
		Description revised.			
55	00026000.	REPORTS AND SURVEYS RECEIVED FROM LOCAL ELECTION OFFICIALS	New	EVT+3	DEST
		Description revised and retention changed.			
56	00027000.	VOTING EQUIPMENT TESTING MATERIALS	New	EVT+2	DEST
		Description revised, retention and event changed.			

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566-REVENUE					
/1120/	AUDIT BUREAU				
57	00232000.	TAX CORRESPONDENCE OTHER THAN TAX ACCOUNT INFO	Amendment	CR+3	DEST
/1160/	AUDIT				
58	00030100.	FEES FOR INSPECTION OF INCOME TAX RETURNS	Amendment	CR+5	DEST
/1230/	COMPLIANCE-CENTRAL COLLECTION				
59	00170000.	TAX PAYMENTS RECEIPT BOOKS	Amendment	EVT+2	DEST
/1335/	TAX PROCESSING-UNCLAIMED PROPERTY				
60	00001000.	ESCHEATED ESTATE RECORDS	Amendment	EVT+5	DEST
61	00480000.	UNCLAIMED PROPERTY RECORD	New	EVT+5	DEST
/1614/	ISE ADMINISTRATION-A&T ENFORCEMENT				
62	00304000.	LIQUOR, BEER, CIGARETTE INSPECTION REPORTS	Amendment	EVT+10	DEST
/2100/	LOCAL FINANCIAL ASSISTANCE				
63	00016000.	CORRESPONDENCE	Amendment	EVT+1	DEST
		Withdrawn by Agency.			
64	00026000.	DISTRIBUTION OF GENERAL & PERSONAL PROPERTY TAX RELIEF - PRINTOUTS AND NOTICES	Amendment	EVT+3	DEST
		Description revised.			
65	00074A00.	STATEMENT OF ASSESSMENT	Amendment	CR+25	SHSW
66	00076A00.	STATEMENT OF TAXES	Amendment	CR+25	SHSW
67	00181000.	WISCONSIN REAL ESTATE TRANSFER RETURN	Amendment	CR+5	DEST
68	00261000.	REAL ESTATE TRANSFER FEE TRANSMITTAL	Amendment	FIS+4	DEST
69	00289000.	REAL ESTATE TRANSFER AUDIT WORK PAPERS	Amendment	EVT+10	DEST
70	00312A00.	DISTRIBUTION OF LOTTERY CREDIT RELIEF	Amendment	CR+25	SHSW
71	00322A00.	DISTRIBUTION OF LOTTERY CREDIT - PAYMENT	Amendment	EVT+2	SHSW
72	00323000.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL MISC. WORKPAPERS	Amendment	CR+2	DEST
73	00323A00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL PRINTOUTS	Amendment	CR+1 MO	DEST
74	00323B00.	AUDIT CLAIMS OF LOTTERY CREDIT - INDIVIDUAL AUDIT QUESTIONNAIRES	Amendment	CR+4	DEST
75	00323C00.	AUDIT CLAIMS FOR LOTTERY CREDIT - INDIVIDUAL - GENERAL CORRESPONDENCE	Amendment	CR+6 MOS	DEST
76	00324A00.	DISTRIBUTION OF SHARED REVENUES - PAYMENTS/PRINTOUTS	Amendment	CR+25	SHSW
		Description revised.			
77	00391000.	TAX EXEMPTION REPORTING	Amendment	EVT+2	DEST
78	00392000.	MANAGED FOREST LAW RATE ADJUSTMENT	Amendment	EVT+5	DEST

** This index is a summary of Records Series submissions for this quarter.
State agency record series' can be viewed on the Public Records Board website.

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		Description revised.			
79	00393000.	TAX INCREMENT WORKSHEET	Amendment	EVT+3	DEST
80	00394000.	74.41 MATERIALS	Amendment	EVT+6	DEST
81	00476000.	DISTRIBUTION OF LOTTERY CREDIT	New	FIS+4	DEST
		Description revised.			
/2310/	<i>EQUALIZATION-CENTRAL / TIF</i>				
82	00287000.	TAX INCREMENTAL FINANCE (TIF) - TERMINATED/DISSOLVED FILES	Amendment	EVT+7	DEST
83	00475000.	TAX INCREMENTAL FINANCE (TIF) REPORTS	New	CR+7	DEST
/2410/	<i>MANUFACTURING ASSESSMENT</i>				
84	00277000.	MANUFACTURING SELF REPORTING FORMS - REAL ESTATE & LEASED	Amendment	EVT+6	DEST
		Title and description revised and Confidential / Access Protected changed to 'yes'.			
85	00277A00.	MANUFACTURING SELF REPORTING FORMS - LEASED	Amendment	EVT+6	DEST
		Withdrawn by Agency.			
86	00281000.	STATE BOARD OF ASSESSORS APPEAL FILES	Amendment	EVT+8	DEST
87	00412000.	STATE ASSESSMENT OF MANUFACTURING SALES BOOKS	Amendment	CR+5	DEST
88	00477000.	MANUFACTURING PROPERTY ASSESSMENT REPORTS AND DATA	New	CR+8	DEST
89	00478000.	TELCO ASSESSMENT REPORTS AND DATA	New	CR+6	DEST
/7000/	<i>ILIF ADMINISTRATION</i>				
90	00479000.	INVESTMENT & LOCAL IMPACT FUND BOARD (MINING BOARD)	New	CR+20	SHSW

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COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

COUNTIES					
/067/	WAUKESHA COUNTY				
	COUNTY BOARD				
91	VH0002	AUDIT, INTERNAL	Amendment	FIS+25	DEST
92	H0003	AUDIT, INTERNAL - WORKING PAPERS	Amendment	FIS+10	DEST
93	H0015	COMMITTEE ATTENDANCE / DATA	New	CR+5	DEST
		Disposition changed.			
94	H0016	COMMITTEE RECORDINGS	New	FIS+7	DEST
		Disposition changed.			
95	H0017	COUNTY BOARD LEGISLATION PACKETS	New	FIS+7	DEST
96	H0008	COUNTY SUPERVISOR'S SERVICE RECORDS	Amendment	PERM	PERM
	UNIVERSITY OF WISCONSIN EXTENSION				
97	VCC1002	4-H ENROLLMENTS, LEADERS / VOLUNTEERS	Amendment	EVT+7	DEST
		Withdrawn.			
98	CC1025	4-H ENROLLMENTS, FAMILIES	New	FIS+7	DEST
		Withdrawn.			
99	CC1003	4-H HEALTH RECORDS	Amendment	EVT+30 DAYS	DEST
		Withdrawn.			
100	CC1008	GARDEN PLOT RENTALS	Amendment	EVT+3	DEST
		Withdrawn.			
101	CC1009	WAUKESHA COUNTY NUTRITION COALITION PROGRAM, ORGANIZATIONS	Amendment	FIS+7	DEST
		Withdrawn.			
102	CC1015	NEWSLETTERS	Amendment	FIS+7	DEST
		Withdrawn.			
103	CC1022	SOIL TEST PAYMENTS	Amendment	FIS+3	DEST
		Withdrawn.			

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104	CC1026	4-H BEHAVIOR EXPECTATION FORMS - YOUTH AND ADULTS	New	EVT+7	DEST
		Withdrawn.			
105	CC1027	CRIMINAL RECORDS CHECK OR CRIMINAL BACKGROUND CHECKS - VOLUNTEERS	New	EVT+7	DEST
		Withdrawn.			
106	CC1028	PHOTO / VIDEO / AUDIO RELEASE FORMS	New	EVT+7	DEST
		Withdrawn.			
107	CC1029	4-H CHARTERS	New	EVT+3	SHSW
		Withdrawn.			

MUNICIPALITIES					
/041251/	CITY OF MILWAUKEE				
	COMMON COUNCIL				
108	D17-0027	DRUG MAIL-BACK PILOT PROGRAM REPORTS	New	EVT+7	DEST
	COMMON COUNCIL - CITY CLERK				
109	D17-0026	MAIL ROOM LOG SHEETS	New	EVT+1	DEST
110	D98-0002	DAILY POSTAGE TRANSACTIONS	Amendment	EVT+7	DEST
	ELECTION COMMISSION				
111	D03-0025	OFFICIAL CANVASS	Renewal	EVT+10	DEST
112	D06-0001	POLL LISTS	Amendment	EVT+1 YR & 10 MOS	DEST
113	D06-0004	NOTICE OF CONVICTED FELON STATUS	Renewal	EVT+4	DEST
		Event changed and description revised.			
114	D06-0005	POLLING LOCATION BOOKS	Renewal	EVT+30 DAYS	TRANS OTHER
115	D06-0007	BIENNIAL ELECTION BOOKS	Renewal	CR+2	TRANS OTHER
116	D70-0098	APPLICATION FOR ELECTION OFFICIAL POSITION	Renewal	EVT+90 DAYS	DEST
		Event changed.			
	EMPLOYEE'S RETIREMENT SYSTEM				
117	D04-0040	ERS PENSION BOARD ELECTION BALLOTS	Renewal	EVT+90 DAYS	DEST
	DEPARTMENT OF NEIGHBORHOOD SERVICES				
118	D00-E001	PROPERTY REGISTRATION	Amendment	CR+100	TRANS OTHER
		Disposition changed.			
119	D70-0011	CONDEMNATION RECORDS	Renewal	CR+15	TRANS OTHER
120	D73-0263	STANDARDS AND APPEALS CASES - DECISIONS	Renewal	CR+7	TRANS OTHER

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121	D80-0004	PHOTOGRAPHS - CODE VIOLATIONS	Renewal	CR+5	DEST
		Event changed.			
122	D82-0041	COMPLETED BUILDING MAINTENANCE INSPECTION FILE	Renewal	CR+5	DEST
		<i>HEALTH DEPARTMENT</i>			
123	04-0001	ACCOUNTING STUBS	Amendment	CR+7	DEST
124	D17-E001	FOOD ESTABLISHMENT INSPECTION PLANS (E-VAULT)	New	EVT+30 DAYS	TRANS OTHER
<i>/054222/</i>		<i>CITY OF EVANSVILLE</i>			
125	00001000.	BODY CAMERA RECORDINGS	New	CR+121 DAYS	DEST

Request and Disposition Legend

New: Submission has not been reviewed before

Amendment: Submission has changes from previous version

Renewal: Submission has no changes from previous version

Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential

SHSW: Transfer to Wisconsin Historical Society

UW-TRANS: Transfer to UW Archives

TRANS OTHER: Transfer as noted on submission

PERM: Retain Permanently